

# Library Media Inspector Volunteer Job Description

<b>Job title</b>	Media Inspector
<b>Department</b>	Library
<b>Reports to</b>	Library Manager and/or other designated staff

## Duties and Responsibilities

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- ❖ Clean and inspect library CD/DVDs using an automated disc cleaning system.
  - ❖ Hold any damaged materials aside for library staff to evaluate.
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## Job Requirements

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- ❖ Must be comfortable operating equipment.
  - ❖ Must be detail-oriented.
  - ❖ Must be able to work independently.
  - ❖ Must be dependable and have a positive attitude.
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## Time Requirement

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- ❖ 2-4 hours per week – ongoing.
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## Training Requirements

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- ❖ Orientation and instruction provided by designated library staff.
  - ❖ Instruction for operation of DiscCheck equipment.
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## Reports to

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Library Manager and/or other designated staff.

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## Minimum Training and Experience

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Must be 14 years of age or older.

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## License or Certification

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None

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Applications are available [online](#) or may be picked up at the library's Lending Desk.

For further information, contact Barbara Bailey by phone at 860-652-7717 or by email at [barbara.bailey@glastonbury-ct.gov](mailto:barbara.bailey@glastonbury-ct.gov).